

CA084059

SHELBY COUNTY BOARD OF COMMISSIONERS AGENDA ROUTE SHEET

Referred to Commission Committee (name) _____

For Commission Action on (date) _____

DESCRIPTION OF ITEM:

RESOLUTION TO APPROVE A CONTRACT WITHCASTO INFORMATION MANAGEMENT SYSTEMS, INC FOR INTEGRATED DOCUMENT MANAGEMENT SYSTEM;AND TO APPROPRIATE FUNDS FROM FY 2007-2008 CIP PROJECT NUMBER 101737 CRIMINAL COURT CLERK-INTEGRATED DOCUMENT MANAGEMENT SYSTEM IN THE AMOUNT OF \$282,900.00.SPONSERED BY COMMISSIONER CHISM

CHECK ALL THAT APPLY BELOW:

_____ This Action does NOT require expenditure of funds.

___X___ This Item requires/approves expenditure of funds as follows (complete all that apply):

County General Funds: \$ _____: County CIP Funds: \$ 282,900

State Grant Funds: \$ _____: State Gas Tax Funds: \$ _____

Federal Grant Funds: \$ _____

Other funds (Specify source and amount): \$ _____

Other pass-thru funds (Specify source and amount): \$ _____

Originating Department: CRIMINAL COURT CLERK

APPROVAL:

Dept. Head: _____
(Type your name & phone #.) (Initials) (Date)

Elected Official: William R. Key - 545-5040 WR Key May 12'
(Type your name & phone #.) (Initials) (Date)

Division Director: _____
(Type your name & phone #.) (Initials) (Date)

CIP – A&F Director: Mike Swift MS 6/4/08
(Type your name & phone #.) (Initials) (Date)

Finance Dept.: Mike Swift MS 6/4/08
(Type your name & phone #.) (Initials) (Date)

County Attorney: Kathy K. Johnson KKJ 6/4/08
(Type your name & phone #.) (Initials) (Date)

CAO/Mayor: James F. Huntzicker 545-4514 JFH 6/4/08
(Type your name & phone #.) (Initials) (Date)

SUMMARY

I. Description of Item

RESOLUTION TO APPROVE A CONTRACT WITH
CASTO INFORMATION MANAGEMENT SYSTEMS INC.,
FOR INTEGRATED DOCUMENT MANAGEMENT SYSTEM
AND TO APPROPRIATE FUNDS FROM FY 2007-2008

II. Source and Amount of Funding

FY 2007-2008 CIP PROJECT NUMBER 909-101737-7024
CRIMINAL COURT CLERK-INTEGRATED DOCUMENT
MANAGEMENT SYSTEM - \$282,900

III. Contract Items

A. Type of Contract - Document Management System

B. Terms - Consultant will submit monthly invoices

IV. Additional Information Relevant to Approval of this Item

CONTRACT RENEWABLE FOR FIVE ONE-YEAR CONTRACTS.
THIS BEING THE THIRD YEAR.

Item # _____

Prepared by: William R. Key, Clerk

Approved by: 
County Attorney

**RESOLUTION TO APPROVE A CONTRACT WITH
CASTO INFORMATION MANAGEMENT SYSTEMS INC.,
FOR INTEGRATED DOCUMENT MANAGEMENT SYSTEM;
AND TO APPROPRIATE FUNDS FROM FY 2007-2008
CIP PROJECT NUMBER 101737 CRIMINAL COURT CLERK-INTEGRATED
DOCUMENT MANAGEMENT SYSTEM IN THE AMOUNT OF \$282,900.00.
SPONSERED BY COMMISSIONER CHISM**

WHEREAS, The Office of the Criminal Court Clerk has need of document management consulting services, software, documentation, training and hardware for the purpose of providing document management automation for various aspects of the operations of the Criminal Courts, and

WHEREAS, It is necessary to appropriate funds in the amount of \$282,900.00 from FY 2007-2008 CIP Project number 101737 Criminal Court Clerk Integrated Document Management System.

WHEREAS, The FY 2007-2008 CIP Budget has contingency funds available in the amount of \$282,900.00.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF SHELBY COUNTY, TENNESSEE, that the contract for consulting services from Casto Information Management Systems Inc. in the amount not to exceed \$282,900 is hereby approved.

BE IT FURTHER RESOLVED that future years funding requirements are contingent upon further approval by the Shelby County Board of Commissioners.

BE IT FURTHER RESOLVED that funds in the amount of \$282,900.00 are hereby appropriated from Shelby County's FY 2007-2008 CIP Project number 101737 Criminal Court Clerk's Integrated Document Management System for the purposed referenced in this resolution.

BE IT FURTHER RESOLVED, That the FY2007-2008 CIP Budget for Project Contingencies Fund, Account No. 909-101999-7024 is hereby decreased by \$282,290.00 and the Criminal Court Clerk's Integrated Document Management System Project Fund, Account No. 909-101737-7024 is increased by the same amount.

BE IT FURTHER RESOLVED that the County Mayor is hereby authorized to execute the contract on behalf of Shelby County Government an executed copy of which is to be placed on file in the Purchasing Department.

BE IT FURTHER RESOLVED that the County Mayor and the Director of Administration and Finance are authorized to issue their warrant or warrants in an amount not to exceed \$282,900.00 to Casto Information Management Systems, Inc. for the purpose contained in this resolution and to take proper credit in their accounting therefore.

A.C. Wharton
County Mayor

Date: _____

Attest:

ADOPTED: _____

Clerk of County Commission

TECHNOLOGY COORDINATION OFFICE

**Review and Opinion Regarding the Proposed Contract Renewal for Document Management
Services - Criminal Court Clerk's Office
June 2, 2008**

SPONSOR: Jack Applegate
Manager – Information Services
Criminal Court Clerk's Office
(901) 545-5024

Cost Summary:
FY 2008

C.I.P.
\$ 282,900

FY 2008 Budget Impact
Budgeted?

YES

VENDOR: Casto Information Management Systems, Inc.

This proposal is to renew the existing contract directed at the creation of an integrated document management system. Total three-year project cost, including \$540,600 approved for phases 1 & 2, is \$823,500.

OVERVIEW:

In October of 2004, the Criminal Court Clerk Office entered into a contract with Casto Information Management Systems, Inc. (hereinafter 'CIMS') for consulting and software development services, as well as the purchase of related hardware and software, which encompassed a broad array of document management projects. The agreement allowed for five one-year renewals, subject to funding and mutual agreement of both parties. The project was to be completed in three phases. Expenditures to date have been primarily for hardware purchases (scanners and desktop computers) and software licenses. Much of the requested additional funding will be for development costs.

OPINION: RECOMMENDED

BUSINESS NEED:

The Criminal Court Clerk is the keeper of records for all State Criminal Court cases in Shelby County which involves extensive paperwork to report filings and dispositions to numerous state, county and federal criminal justice agencies. The development and implementation of document management and workflow software is essential to workforce productivity and the ability to respond to growing business process demands. Automated forms, scanning and other workflow tools are directed, ultimately, at manpower reductions through incremental productivity and process improvements. There is no viable near-term alternative to continuation and completion of this project via the renewal of the contract for one additional year.

Of particular interest is the Grand Jury automation project component, which will automate and randomly assign cases to the ten divisions of Criminal Court. This will protect the Criminal Court Clerk in the processing of Not In Custody (sealed) Indictments. The current manual assignment of cases results in foreknowledge of the warrant to be issued, which has occasioned lawsuits filed against the Criminal Court Clerk's office. Automation will significantly reduce potential exposure to such lawsuits in the future.

VALUE FOR THE FINANCIAL OUTLAY:

Productivity saving resulting from project implementation to date have been demonstrated. As one example, the manually intensive function of generating court minutes has been automated and the before-and-after results closely monitored. Clerk hours freed for the performance of other duties translate to ongoing savings of \$45,000 annually. Criminal Court Clerk management states that progress to date in developing e-log applications has yielded a significant reduction in man-hours associated with locating, copying, logging, boxing, and labeling functions, as well as postage costs, that have enabled the elimination of five deputy clerk positions over the past three years. This equates to an annual savings of approximately \$200,000. (The planned e-log web interface should yield similar productivity benefits.)

The Technology Coordination Office (TCO) believes these savings estimates to be credible and in line with industry wide results from the implementation of office automation and document management systems.

DUE DILIGENCE:

TCO has carefully reviewed the detailed project plan with sponsoring management to ensure these development efforts do not preclude nor materially add to the cost of potential County-wide document management recommendations that may result from the IT enterprise planning that is currently underway. A vendor-developed web service layer around JSS can be reused if the County implements an alternative case management system to replace JSS will mitigate any such risks.

STRATEGIC FIT:

Continuing use of outside consulting services for the County-wide document management development and support is consistent with near-term strategy. The TCO will continue to assess the potential for cost effective alternatives on a project-by-project basis as a long range IT strategy continues to take shape.

INFORMATION SECURITY CONSIDERATIONS:

The vendor is well-established, with a record of productive working relationships with the County. The contract with this vendor clearly enforces a due-care requirement to maintain the confidentiality and security of data. As such, risks of this type appear to be managed adequately, provided the Criminal Court Clerk office adheres to standard security 'best practices' to maintain and monitor its security.



Marc Johnson
for the Technology Coordination Office

CONTRACT NO. CA 074059

CONTRACT AND ENCUMBRANCE INFORMATION SHEET

AN ORIGINAL AND 1 COPY OF THIS FORM MUST BE SUBMITTED

THIS SHEET MUST BE COMPLETED, SIGNED BY THE DEPARTMENT HEAD AND DIVISION DIRECTOR AND ATTACHED TO ALL CONTRACT AND RESOLUTION PACKETS BEFORE ANY ACTION WILL BE TAKEN.

1. Department Requesting Services: Criminal Court Clerk
2. Preparer's Name, Telephone #, and E-Mail Address:
Darrell Jack Applegate, 901-545-5024, jack.applegate@shelbycountyttn.gov
3. DESCRIPTION OF ITEM TO BE PURCHASED, BUILT, OR SERVICE TO BE PROVIDED:
Criminal Court Clerk - Integrated Document Management System
4. NAME, ADDRESS, VENDOR NUMBER, AND EOC NUMBER OF VENDOR/CONSULTANT/AGENCY WITH WHICH SHELBY COUNTY WILL BE CONTRACTING:
CIMSinc, P.O. Box 14097, Huntsville, AL 35815, vendor #15518
Consultant: Ron Casto
Agency: Casto Information Systems, Inc.
VENDOR NO. 63-1160737
EOC NO. 0908-11863
5. COST OF ITEM OR SERVICE REQUESTED: \$282,900.00
6. TERM OF PROPOSED CONTRACT/AGREEMENT: 4th Year (5) 1 year options to renew
7. FUND, ORG, AND ACCOUNT NUMBER (13 DIGITS) **FOR MULTIPLE ACCOUNTS, PLEASE SPECIFY DOLLAR AMOUNT FOR EACH**
CIP PROJECT NUMBER 909-101737-7024
8. COMMODITY CODE: NAICS 541511
9. VENDOR/CONSULTANT/AGENCY SELECTED BY (CHECK ONE):
PLEASE ATTACH APPROVAL DOCUMENTS
a. ☐ Bid/RFP Process - # & Date
b. ☐ Emergency/Sole Source
10. LOSB/MBE INFORMATION: Please check the appropriate description
☐ MBE (MINORITY OWNED BUSINESS ENTERPRISE)
☐ MALE ☐ FEMALE
☒ WBE (WOMEN OWNED BUSINESS ENTERPRISE)
☐ LOSB (LOCALLY OWNED SMALL BUSINESS)
ANNUAL SALES DOES NOT EXCEED \$3 MILLION
☐ N/A
11. SPECIAL INSTRUCTIONS (ROUTING, FUNDING, BUDGET TRANSFER IN PROCESS)

REVIEWED AND APPROVED BY:

WR Key
ELECTED OFFICIAL

DEPARTMENT HEAD

DATE

DIVISION DIRECTOR

DATE

5-12-08

Amendment to Agreement

THIS AMENDMENT (hereinafter "Amendment") is made and entered into this _____ day of _____, 2008, by and between SHELBY COUNTY GOVERNMENT (hereinafter "COUNTY") and CASTO INFORMATION MANAGEMENT SYSTEMS, INCORPORATED (hereinafter "CIMS").

WHEREAS, the parties previously entered into an Agreement (hereinafter "Agreement") dated September 3, 2004, for document management consulting services, software, documentation, training and hardware for document management automation in the Criminal Court Clerk's Office; and

WHEREAS, said Agreement provides the option to renew for five (5) additional one-year periods, upon mutual written agreement of the parties; and

WHEREAS, the parties previously amended the Agreement by written instrument on May 2, 2007, exercising the third of five (5) one-year options to renew; and

WHEREAS, the parties now desire to enter into this Amendment to renew the Agreement for an additional one-year period, beginning July 1, 2008, through June 30, 2009.

NOW, THEREFORE, for and in consideration of the mutual promises of the parties to this Agreement and other good and valuable considerations, the receipt of which is hereby acknowledged, the parties hereto do hereby agree as follows:

1. The Agreement between the parties is hereby amended to renew said Agreement for the period beginning July 1, 2007, to June 30, 2008.
2. The total cost for this Amendment shall not exceed TWO HUNDRED EIGHTY TWO THOUSAND NINE HUNDRED AND 00/100 DOLLARS (\$282,900.00) payable in accordance with the terms of the Agreement.
3. This Amendment shall be subject to and contingent upon the adoption of the Fiscal-Year 2008-2009 Operating Budget of Shelby County Government by the Board of County Commissioners, and approval of the cost for this Amendment within said Operating Budget.
4. Except as amended, the terms and conditions of the original Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have executed this Amendment on the _____ day of _____, 2007.

APPROVED AS TO FORM
AND LEGALITY:

SHELBY COUNTY GOVERNMENT

Contract Administrator
Assistant County Attorney

A C WHARTON, JR.
MAYOR

CASTO INFORMATION MANAGEMENT SYSTEMS

By: William A. Casto
Title: President

CORPORATE ACKNOWLEDGMENT

STATE OF ALABAMA
COUNTY OF MORGAN

Before me, the undersigned Notary Public, in and for the State and County aforesaid, personally appeared William A. Casto, with whom I am personally acquainted or proved to me on the basis of satisfactory evidence, and who, upon oath, acknowledged himself/herself to be president or other officer authorized by appropriate Corporate action and/or Resolution to execute the preceding instrument of the Consultant, the within named bargainor, a corporation, and that he as such President, executed the foregoing instrument for the purpose therein contained, by signing the name of the corporation by himself/herself as William A. Casto

WITNESS my hand and official seal at office this 15 day of April, 2008.

Holly Becton
Notary Public

My Commission Expires: _____
NOTARY PUBLIC STATE OF ALABAMA AT LARGE
MY COMMISSION EXPIRES: **June 6, 2010**
BONDED THRU NOTARY PUBLIC UNDERWRITERS